



# OPERATIONAL PLAN

CAPE INSCRIPTION CAPE ISABEL  
CAPE INTREPID CAPE ISLAND

**DTMA8C00022 and DTMA8C00023**

Contract effective date:  
November 1, 2000

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# INTRODUCTION

## Phase "O" Operations

This Crowley Liner Services, Inc. (CLS) plan involves and encompasses the operation of a vessel for either a MARAD or MSC mission, shakedown voyage, seatrial or otherwise prescribed oceanborne activity. The Ship Manager is responsible for all aspects of this phase, commonly referred to as Phase "O", and is expected to manage and operate the vessel in good commercial practice. At the completion of Phase "O" Operations, the RRF vessel's OPCODE will be redelivered to MARAD, and the vessel subsequently placed back into its routine ROS or RRF status by the Ship Manager.

Contractual control of the Ship Manager's contract remains with MARAD at all times. Funding and reimbursement of expenses will need MARAD's approval at all times. If there is a question regarding any directive from MSC during Operations then a request to MARAD to guarantee reimbursement must be received and documented.

<u>Contract #</u>	<u>Group</u>	<u>Vessels</u>	<u>Location</u>
DTMA8C00022	28	CAPE ISLAND, CAPE INTREPID	Tacoma
DTMA8C00023	29	CAPE INSCRIPTION, CAPE ISABEL	Long Beach

Telephone numbers and means of emergency contact for entities (CLS, MARAD, MSC, etc.) which may be involved in an activation are contained in the appendices listed below. All are updated on a regular basis.

Appendices:

- A. CLS Organization / Contacts
- B. Ship Manager Information Sheet
- C. Regulatory Body Organizations/Contacts/Approvals
- D. Prime and General Contractors
- E. Agency List
- F. MSC COMSCINST 4626.1B
- G. Declaration of Inspection Prior to Bulk Transfer
- H. Emergency Purchases

## **A. SHORESIDE PROCEDURES**

### **AGENT**

CLS has developed an agency network throughout much of the world. As Ship Manager, CLS has worked with local agents to make arrangements for the activities listed below. These services are customary for arrival and departure. The list of domestic and foreign agents to be contracted with the Ship Manager is attached as Appendix "E".

Activities, at a minimum, to be performed by the local agent;

- Customs Entry and Clearance
- Tugs
- Pilots
- Berthing and Shore Services
- Terminal Services
- Launch Services
- Immigration Clearance
- Agriculture Clearance

### **STEVEDORE SERVICES**

The Ship Manager will administer these duties, however, it normally does not arrange for stevedoring services for the loading and discharging of the RRF ships. Military services will usually be utilized for loading or discharging cargo during Phase "O" under MSC control. In the event no stevedoring services are available, then the Ship Manager will make the necessary third party arrangements or the shipboard crew will be paid per the collective bargaining agreements in effect .

All cargo handling operations are normally arranged for and conducted through local MSC and MTMC representatives. In the usual or "normal" sense, the RRF vessels are reserved for Military cargoes only. Special service missions are possible, however, with a presidential order.

### **BUNKERING**

The ship manager will administer this function. MSC will normally provide bunker fuel through its various DFS (C) Defense Fuel Services (Contracts). If not, then MSC will direct the Ship Manager through MARAD to procure necessary bunkers from commercial sources based on the lowest cost to the government. MSC OPCON to the Ship Manager will direct bunkering in specific ports. MSC bunker fuel contracts that may or may not be utilized depending on market conditions and Navy logistical situations. The Ship's Master will follow necessary requests for bunkering through government channels and be so directed.

## **A. SHORESIDE PROCEDURES**

### **READY RESERVE FLEET - SHIP MANAGER**

As Ship Manager, (CLS) controls all phases, functions, and activities for the RRF vessels it has been assigned. The Ship Manager will be solely responsible for the efficient management of its RRF fleet.

In addition, the Ship Manager will participate in maintenance briefings, post-activation, operation, and lay-up debriefings as requested by MARAD's regional ACO. Personnel required for these meetings may include both shoreside and shipboard employees.

The Ship Manager will participate in any government exercises, as requested. These exercises may include MARAD, MSC, and/or DOD governing bodies to test the readiness of the RRF vessels under the command of this Ship Manager. A member of the Ship Manager's staff may be required by the government on-site, in Washington DC, or other designated location, during these exercises.

CLS personnel located in Tacoma and Long Beach, with assistance from the local agent, will "husband" the RRF vessel(s): Cape Intrepid; Cape Island; Cape Isabel; and Cape Inscription; during Phase "O" Operations in the Tacoma and Long Beach areas.

### **REIMBURSABLE PROCUREMENT**

The assigned Port Engineer(s) and the CLS Materials Management Department have the primary responsibility for processing small and large procurements. The Ship Manager's procurement staff will comply with government requirements assuring that no purchasing will be initiated prior to proper funding documents being in the Ship Manager's hands and on file. The entire Ship Manager's procurement staff also understands MARAD's requirements in requisitioning and procurement of spare parts, consumables, and industrial assistance while following Federal Acquisition Regulations (FAR's) and Transportation Acquisition Regulations (TAR's). Detailed information can be found in the CLS MARAD Materials Management Procedures.

When emergency purchases are needed, a "Justification for other than Full and Open Competition" will be placed in the contract file.

## **A. SHORESIDE PROCEDURES**

### **PROCESSING OF CLAIMS**

It is the Ship Manager's goal to follow all procedures as outlined in MARAD's "Insurance Instructions for Processing Claims" (refer to section J-3 of the RRF Contracts). The Master will also comply with USCG regulations and keep a Medical log for each voyage.

The Ship Manager depends upon the Master's best judgment to have accumulated sufficient reports pertaining to the illness/injury. Witnesses and current documentation are key to processing these claims. Blank USCG and MARAD forms are provided to each Master to ensure documentation of accidents, mechanical failure, injuries, and vessel damage remains thorough, concise, and uniform.

A partial list of those forms include:

#### **MARAD**

- MA-1001
- MA-1001A through MA-1001J
- MA-1007

#### **USCG**

- Form 2692
- Form 2692B

Copies of Injury/Illness reports will be kept in the Medical log, Mechanical failure reports will be kept in the Engine Log, and Vessel Damage reports kept in the Deck Log. The Master will fax a draft of the USCG form 2692 immediately to the Ship Manager for review. The Master at the completion of the voyage will submit a final version to the Coast Guard. The Master will conduct a shipboard investigation with witnesses and/or the machinery pertaining to the injury/illness and its cause. The Master will forward copies of the completed forms to the Ship Manager and the CLS Claims Department for further review and determination if any further investigation is necessary. It is the goal of the Ship Manager to keep claims to a minimum. The Ship Manager continuously monitors Safety Meetings and Emergency Plans thus trying to prepare for all the contingencies including fortuitous events.

The Ship Manager or local agents have listings of recommended Medical facilities. If a crewmember needs medical attention, the Master will notify the Ship Manager and the local agent. When medical treatment is administered it will be billed to the agent, and then billed to the Ship Manager. The Master will receive documentation from the Medical facility pertaining to the injury/illness. This shoreside medical information will be included in the Medical log and a copy forwarded to the shoreside Ship Manager personnel. The Ship Manager's claim department, upon notification, will create a file to monitor the proceedings.

## A. SHORESIDE PROCEDURES

### VESSEL CREWING

#### CAPE "I" Ship FOS PROPOSED CREW MANNING ROSTER

<u>Deck Dept</u>		<u>ROS 4</u>		<u>ROS 5</u>
Licensed:	total →	<u>4</u>	total →	<u>4</u>
Master		1		1
Chief Mate		1		1
Second Mate		1		1
Third Mate		1		1
Radio Officer (opt) (GMDSS)		OPT		OPT
Unlicensed:	total →	<u>6</u>	total →	<u>6</u>
Bosun		1		1
AB		5		5
Sub Total Deck =>		<u>10</u>	Sub Tot Deck =>	<u>10</u>

### Engineering Dept

Licensed:	total →	<u>5</u>	total →	<u>5</u>
Chief Engineer		1		1
1st A/E		1		1
2nd A/E		1		1
3rd A/E		2 <sup>1</sup>		2 <sup>1</sup>
Unlicensed:	total →	<u>5</u>	total →	<u>5</u>
Qual Member Eng dept. (QMED)		3 <sup>2</sup>		3 <sup>2</sup>
Electrician		1 <sup>3</sup>		1 <sup>3</sup>
General Utility (GU)		1		1
Sub Total Eng =>		<u>10</u>	Sub Tot Deck =>	<u>10</u>

<sup>1</sup> Additional Third is optional depending on availability / length of deployment

<sup>2</sup> Total number of QMEDS can be reduced to 2 if QMED/Elec is watchstanding qualified

<sup>3</sup> Electrician rating in SIU is a QMED/Elec

### Stewards Dept.

Chief Steward	1	1
Chief Cook	1	1
Stwd Asst (SA)	2	2
Sub Total Stew =>		<u>4</u>

<b>Grand Total:</b>	<b>24</b>	<b>24</b>
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## **B. SHIPBOARD PROCEDURES**

### **CREW MANNING**

All crew members are subject to an Marine Index Bureau (MIB) investigation. This index gives a listing of all past employment terminations (Fired for: fighting/stealing/..., Medical and/or physical alignments, etc). Numerous shipping companies thus helping the Ship Manager find the best qualified personnel compile this index.

At the completion of a voyage, activation, operations, and/or deactivation the key shipboard personnel may request a relief. Key shipboard personnel include the Master, Chief Mate, Chief Engineer, First Asst. Engineer, and/or Chief Steward. Local union halls will be notified of any changes to crew manning.

Normal procedures have the Ship Manager personnel handling these personnel assignments.

Detailed handling of the company's sign on, orientation and familiarization training and safety procedures can be found in the Safety Management System (SMS) manual.

### **NAVIGATION**

The Cape Intrepid, Cape Island, Cape Isabel and Cape Inscription will operate at all times in complete compliance with applicable Rules of the Road. It will be the responsibility of the Master to see that the vessel is safely navigated at all times by exercising his common sense, sound judgment, and prudent seamanship. Detailed position descriptions and duties can be found in the company SMS Manual for Navigation Watch Standers.

### **OPERATIONS**

During Phase "O" the Master will prosecute voyage instructions from either MARAD's COTR or COMSC representatives as directed by the Ship Manager. The majority of the RRF dry cargo ships are employed in point-to-point cargo service under the operational control (OPCON) of MSC Area Commanders. When the vessel is in OPCON, the Master will utilize and comply with MSC's Standard Operating Manual (SOM). Nothing in these orders shall relieve the Master from his duty to make decisions and take the necessary action to protect life and property of his vessel.

Under authority from MSC, the Master will be given voyage sailing orders (SAILORDs) to direct movement of the ship. If the RRF vessel is unable to comply with immediate sailing orders because the Master determines it is not feasible or it jeopardizes the safety of the ship, he must advise MSC and the Ship Manager accordingly.

During OPCON, the Master will ensure the vessel is safely operated and navigated by a qualified crew in accordance with accepted maritime policy and the goals and procedures of the company. This includes but is not limited to current weather reports, maintained navigation equipment, proper bridge logs and reports, ship maneuvering characteristics, daily readiness checks of all bridge, navigation and mooring equipment and weekly checks shall be performed on all lifesaving, fire and emergency equipment.

During OPCON and Phase "O", the Ship Manager will direct the Master to include MARAD headquarters Washington DC with MSC "MOVREP's". This communication procedure during Operations will keep MARAD up-to-date on vessel movement activities.

## **B. SHIPBOARD PROCEDURES**

### **REPORTING**

Detailed instructions for Phase “O” reporting can be found in the RRF Operations manual, section 7.3.20.1 and the MSC Standard Operations Manual, Required Reports Marine, section 2-14-6. An example of routine recurring and special occurrence reports are shown below:

#### **MSC Recurring Reports during Phase "O"**

- Required Log Books (Deck Log, Bell Book, Waste Disposal Log, GMDSS/VHF Log)
- Movement Reports (MOVREPs)
- Daily Optimum Track Ship Routing.
- Weather Observation Reports
- Ship Sighting Reports
- Pre arrival Reports (PREREPs)
- Communications Guard (COMGUARD) Shift Reports
- AMVER Reports (MARAD Required Report)
- Crew and Sailing Lists of Non-Crew Members (MARAD Required Report)
- Accounting and Fuel Reports (MARAD Required Report)

#### **MSC Special Occurrence Reports**

- Accident in Panama Canal Report
- Assistance-At-Sea Report
- Asylum and Temporary Refuge Report
- Bomb Threat Report
- Casualty Reports,
  - Initial Casualty Report (CASREP)
  - Casualty Situation Report (SITCASREP)
  - Casualty Corrected Report (CASCOR)

The Ship Manager will keep MSC advised at all times during the Operations phase through communications reporting (company) between shoreside support staff, shipboard personnel, and the government.

In addition to reports and forms required by MARAD or MSC, the reporting and requirements for all company vessels are to be adhered to. These requirements can be found in the SMS Manual.

These will include but not be limited to:

- Night / standing orders
- Voyage abstracts
- Voyage letter
- Voyage repair list
- Requisition for provisions / parts
- Time sheets or logs
- Report of inspections / drills
- Personnel evaluations
- New Hire Familiarization Reports
- Soundings / Bilge Log
- Reefer Temperature Log

## **B. SHIPBOARD PROCEDURES**

### **ENGINEERING MAINTENANCE AND REPAIRS**

It is the Ship's Manager's understanding that MARAD reserves the right to use Government and/or contract personnel to accomplish maintenance and repair work on RRF vessels during any RRF program phase. Before any such work, MARAD must notify the Ship Manager as to the composition of the work group and the work to be performed.

During Phase "O" Operations the Ship Manager and the assigned Chief Engineer are responsible for the safe and proper operation of all shipboard machinery, main auxiliary, and emergency systems, both in-port and at-sea as required to provide main propulsion, maneuvering, deck operations, and ship hotel services. Maintenance and repairs to all machinery will be performed as needed to comply with ABS Class, USCG Certification, and other regulatory requirements for the safety of the vessel. A record of all repairs and accomplished maintenance will be retained and entered into the MARTS system.

RRF-MARTS was developed to provide consistent, precise and timely information on the scope and nature of deferred maintenance and repairs of the RRF vessel to MARAD headquarters. The primary function of RRF-MARTS is to provide a means for tracking, by both the Ship Manager and MARAD, the maintenance and repair deficiencies, actions and requirements for RRF vessels during Phase IV and Phase O.

Ship Manager's personnel will perform scheduled and unscheduled maintenance and repairs, as necessary at sea and inport on a 24-hour a day basis. The vessel's Chief Engineer will supervise a preventive maintenance program consisting of tests, inspections, and maintenance actions based on each ship's Engineering Operating Manual, equipment manufacturers technical manuals, and good marine practice.

The Chief Engineer will ensure proper maintenance of operating logs for shipboard systems and equipment. The following logs and records will be maintained.

- Engine Room log
- Engine room bell book
- Night order book/standing orders
- Refrigeration temperatures/pressures
- Impressed current Cathodic protection
- Chief Engineer's Noon report
- Fuel documentation
- Oil Record book
- Relative Humidity charts

## **B. SHIPBOARD PROCEDURES**

### **ENGINEERING MAINTENANCE AND REPAIRS (CONT.)**

During cargo operations, the Chief Engineer will ensure there is sufficient power to operate all the ship's cargo gear simultaneously. Cargo gear to include but not limited to; booms, winches, cranes, ramps, pallet jacks and fork trucks. If a breakdown occurs, the Chief Engineer's staff will immediately provide qualified shipboard personnel to make repairs. If extensive emergency repairs are required, then shoreside assistance will be utilized. The emergency repairs and/or serious deficiency reports will be contracted with industrial assistance after the Ship Manager has obtained necessary approvals from the MARAD region COTR/ACO.

Voyage Repairs requiring industrial assistance beyond the capability of the ship's personnel will be accomplished during scheduled inport periods. Voyage repairs will be submitted by the vessel's Chief Engineer to the Ship Manager for scheduling and approval from MARAD COTR/ACO. As a minimum, voyage repair requests will include the following:

- Equipment identification and characteristics.
- Details of the nature of the problem (complete description of the problem will help determine exactly what type of service is necessary).
- Anticipated requirements for spares and special materials (or indication if sufficient spares are onboard to complete the repair.).
- Descriptions of all material, type and quantity required to perform the repairs. Examples - length of pipe and size (type of material, if possible); number of valves (type and size); size and type of plate.
- Any other useful information that will assist in making the necessary arrangements, such as: availability of equipment technical manual; estimated time to complete repairs; whether the plant must be shut down to accomplish repairs; if a manufacturer's representative is recommended; if special cleaning or gas freeing is required; if burning or welding is required.

In absolutely all cases involving foreign and domestic repairs (voyage and emergency), the Ship Manager will be contacted prior to arranging any services or technicians for the vessel. No maintenance or repair work will be performed in a foreign port by foreign labor except for emergency repairs. The exceptions and/or clearances will be obtained by MARAD region COTR/ACO before any repairs start. Emergency work is limited to repairs that ensure a safe and seaworthy condition for the RRF vessel.

## **B. SHIPBOARD PROCEDURES**

### **SAFETY MANAGEMENT SYSTEM (SMS)**

MARAD, the Ship Manager and the RRF vessel's Master are dedicated to maintaining and operating its ship in a safe and efficient manner. The safety of personnel is given primary consideration in every instance. Each person on board an RRF ship is responsible for their own personal safety as well as that of their shipmates. RRF ship crew members are aware of their surroundings and will utilize protective devices to assure safe working conditions. All officers (supervisors) are responsible for the safety of those who are working under their direction.

The Company has developed an extensive Safety Management System (SMS) that is ISO/ISM/RCP certified. All crewmembers will be instructed in the SMS. The company and MARAD also supply training videos on various topics such as:

- Lock out / tag out
- Fire fighting
- Drug abuse
- Employee Assistance Program (EAP)

As part of the SMS, the Ship Manager has directed the Master to conduct weekly Safety meetings and a Safety program in compliance with IMO regulations. All shipboard personnel attend these meetings to discuss safety as it relates to their specific department: deck; engine; steward; and the ship in general. The Master's responsibilities include:

- conducting safety inspections of the ship and its equipment and operations.
- providing for training and supervision of ship's personnel in mishap prevention.
- assuring safe utilization of men, tools, and equipment (including all necessary safety precautions, devices, and protective equipment).
- organizing the ship's safety committee and initiating prompt action on committee recommendations.

Times for safety meetings should be staggered to accommodate watchstanding schedules.

## **B. SHIPBOARD PROCEDURES**

### **MEDICAL ADVISOR SYSTEMS (MAS)**

The Ship Manager will provide to the RRF vessels during Phase "O" Operations a Medical advice person (physician) available 24-hours a day, 7 days a week. This Medical consultant will advise via radio/telephone on recommended treatment of sick or injured crew members, passengers and any other shipboard personnel with the procedures to be undertaken by persons aboard who will be responsible for such medical treatment. The licensed physician will have emergency medical experience and some experience with conditions on ships at sea, the means of communication with the ships, and access to crew records.

All accidents will be reported to the Ship Manager's Loss Prevention/Risk Management personnel. All claims for maintenance, cure, and lost wages will be filed and investigated in accordance with company and MARAD procedures.

## **B. SHIPBOARD PROCEDURES**

### **SECURITY**

The Ship Manager has instructed the Master of the RRF vessel in Phase "O" operation to meet the minimum physical security standards depending on the present security status: CONDITION WHITE or CONDITION RED. A shipboard physical security plan has been developed.

The Master is not normally equipped with small arms and ammunition for shipboard physical security. At MSC's direction, small arms and ammunition may be provided to RRF vessels. The associated training of crew members is the sole responsibility of MSC, as is the original determination to issue small arms, quantity and ammo outfitting. The Ship Manager will provide MARAD with the names and rating of crew members who have had small arms training. If MSC issues additional small arms to the vessel, the Ship Manager will notify the MARAD COTR about these arms and any additional training required. At the completion of Phase "O" Operations, the small arms will be returned to the governing agencies.

It is the Ship Manager's ultimate responsibility for the safety of their ship, crew, and cargo. If desired, the Ship Manager and/or RRF vessel Master may elect to assign additional personnel to increase security. This additional personnel could be either shipboard personnel or outside guard services. Additional assistance maybe requested from MSC area commanders.

## **C. SHIP MANAGER OPERATIONAL ORDERS**

### **MSC OPERATIONAL ORDERS**

The Ship Manager will be the liaison between the shipboard personnel, MARAD personnel, and MSC personnel during Phase "O" Operations. Once the vessel is tendered to MSC, shipboard personnel, Masters, Radio Officers, and other key officers will be briefed regarding MSC-unique operational, communications, and administrative requirements. Throughout operations, Ship Managers and their Masters will respond to all directives and instructions received from MSC. Ship Managers conduct direct liaison with Navy OPCON authorities for planning repairs or unusual "husbanding" requirements as these may impact inport cargo operations or ship schedules. Communication is essential to a smooth and successful Operation phase.

During Phase "O" Operations an overview of the Ship Manager's responsibilities is:

- Crews, operates, maintains, stores, and repairs ships.
- Ensures that ships comply with MSC requirements with regard to recurring and special occurrence reports, physical security, and communications procedures.
- Ensures ships comply with MSC requests to support inport cargo operations and atsea UNREP operations.
- Ensures ships maintain required records including operating logs, books, and reports.
- Maintains ship in ABS class and USCG certified and arranges for required USCG inspections and ABS surveys.
- Coordinates with MSC to extent repairs, regulatory survey and inspection, and unusual husbanding requirements would impact inport cargo operations or a ship's schedule.
- Responds directly to MSC regarding all inquires on ship material readiness, compliance with regulatory requirements, and plans to correct casualties, keeping MARAD advised of all such inquires and responses.
- Provides daily ship status reports to MARAD.
- Husbands ships, including arranging for necessary port agent, tugs, pilots, berthing, launch, and shore services.
- Arranges for necessary ship medical consultative services.
- Orders spare/repair parts to maintain allowance levels following RRF Supply Management Program Manual guidelines.



## **D. COMMUNICATIONS**

### **SHIP MANAGER COMMUNICATIONS**

The Ship Manager and the Master of the RRF vessel during Phase "O" Operations will ensure that the communications are done in compliance with rules and regulations of the FCC, the USCG, 33CFR, 46CFR, and SOLAS, unless waived by the Government. While under MSC jurisdiction, the Master, qualified operators, and Radio Officer (when assigned) will comply with MSC SOM guidelines pertaining to the following topics: Communications Instructions for Ships controlled by the Military Sealift Command, Use of Department of Defense Telephone, Secure Telephone Unit (STU) and Special Signals for use between United States and Soviet ships.

All radio traffic during operations dealing with the Navy will be handled via Navy communications systems with all traffic listed as UNCLASSIFIED. Radio traffic between the Ship Manager and the vessel will be via commercial services. Crew communications for personal matters are permitted unless directed by the operational commander of MSC. All crew communications are for the seaman's account and will be broadcast via commercial services.

The RRF vessel's officers will operate all communications equipment onboard. The Master will ensure a standard communications watch is maintained. The officers will maintain radio watches in accordance with USCG regulations as modified by the MSC-USCG Memorandum of Understanding. Occasionally the Navy may require 24 hour manning; however, the Navy must notify MARAD during activation to increase the number of officers should such a requirement be deemed necessary.

INMARSAT equipment will be operating at all times. The Ship Manager, the Master, qualified operators and the Radio Officer (when assigned) will be familiar with this communication equipment. The Ship Manager will ensure an qualified operators familiarize themselves with the INMARSAT equipment to the extent that he is able to operate the INMARSAT voice equipment, at-sea or in-port, in the event the primary operator is incapacitated. The Master is directed not to leave port without having at least two persons able to operate the INMARSAT equipment.

In special circumstances when warranted by DOD mission requirements, the military (MSC) may deploy military communications personnel on an RRF vessel to accommodate special mission requirements. MARAD/MSC reserve the right at anytime to assign such personnel.



## **D. COMMUNICATIONS**

### **SHIP MANAGER COMMUNICATIONS** (cont.)

The Ship Manager and RRF Master will comply with the following Communication reports that must be submitted by the vessel:

- Communications Reports of Interference or Other Problems.
- Communications Guard and Equipment Status
- Master's Message Log

CLS, as Ship manager has numerous communications channels. Telephone, facsimile machines, computers, cell phones, pagers and E-Mail tie all managers together to keep communication channels available.

Communications are very important to Crowley. It is essential that vessel Master's keep us advised of any unusual happenings. Delays and casualties, whether in port or at sea, shall be reported immediately and shall include the specific period of delay and exact reason for delay. Examples of occurrences which warrant immediate notification include vessel stopping at sea, proceeding at reduced speed because of equipment problems, failure of cargo gear, failure of stern ramp, failure of stern door, failure of navigation equipment which requires a letter of deviation from government agencies to enter or leave port, oil spills, significant cargo damage, serious injury or death to stevedores or crew members, major stevedore damage to vessel, collisions at sea, collisions with other vessels or berths in port, departure from established voyage routing to assist other vessels or personnel adrift at sea. Delays that will result in eventual off hire should include IFO and MDO/MGO usage for the total downtime period when applicable.

The Master shall submit a report of off hire as soon as practical upon conclusion to the off hire period to the Ship Manager Program Director.

### **COMMUNICATIONS CHANNELS**

CLS maintains 24/7 communications dispatch office. Dispatchers have experience in a variety of marine areas and will provide vessels the proper point of contact depending upon the situation or the vessel request.

#### **Crowley JAX Marine Operations Trailer**

HF SSB: 8294.0 Mhz Call sign WPE JAX (1700-0900)  
12353.0 MHZ (0900-1700)

The dispatch office is manned 24 hours.

*Communication information (telephone, FAX, etc.) is detailed in the Ship Manager Information Sheet (appendix "B")*

### **RADIO COMMUNICATIONS**

Jacksonville, Crowley dispatch monitors Ch 10 VHF in the Jacksonville area; the call sign is "WPE Jacksonville". Dispatch can also work on Ch 18 VHF when necessary.

## **D. COMMUNICATIONS**

### **SHIP MANAGER COMMUNICATIONS** (cont.)

Dispatch SSB frequencies are as follows:

CHANNEL (Dispatch)	FREQUENCY
20	4149 kHz
21	6224 kHz
22	8294 kHz
23	8297k Hz
24	12353kI-Iz
25	16528k Hz

Dispatch monitors SSB frequencies as follows:

0300 If no contact on 4149 by 0300, will shift to 8294

0315 If no contact on 8294 will shift to 12353

0330 If no contact on 12353 will shift back to 4149 and stand by.

0900 Will be standing by on 12353 (8 is not a good daytime frequency. )

0915 If no contact on 12353 will shift to 8294

0930 If no contact on 8294 will shift to 16528, then back to 12353 and stand by.

1500 Will be standing by on 12353

1515 If no contact on 12353 will shift to 8294

1530 If no contact on 8494, will shift back to 12353 and stand by.

2100 Will be standing by on 4149

2115 If no contact on 4194, will shift to 8294

2130 If no contact on 8294, will shift to 4149 and stand by

It is of the utmost importance that Dispatch abides by this schedule to insure that we can keep communications open as possible. It is highly suggested that the tugs pass on information when dispatch is unable to receive communication.

### **RADIO ETIQUETTE**

Radio etiquette is very important. Remember not to walk on someone who is currently on the frequency you are going to use. When the channel is clear, you may begin your transmission. Always identify with your call sign and then the vessel's name. When in contact with dispatcher, verify if they are reading you okay, then transmit message, get response as necessary, and then clear the frequency. In some instances you may not be able to read CMIC on the frequency you are working. In those cases, switch to another frequency as shown above, advising dispatcher to go to frequency you wish to work. Crowley vessels will always assist in relays to dispatch or to another vessel if they are monitoring

### **OPERATIONAL CONTACTS**

See Appendices A – H

## **D. COMMUNICATIONS**

### **SHIP MANAGER MAIL**

The Ship Manager and vessel Master will make arrangements with the local agent for mail service. MSC may direct RRF vessels to be entered into the Military Postal Service. The Ship Manager will notify the vessel accordingly. Fleet Post Offices (FPO) route for vessel's mail is considered a last resort method. Normal routing will be by way of the Ship Manager's local elected agency.

## **E. RECORDS AND REPORTS**

### **RECORDS MAINTENANCE PROCEDURES**

As per government directives, the vessel has developed a filing system that sorts documentation into the following categories:

- G:** General Shipboard correspondence (medical, radio and security reports and logs)
- D:** Deck Department correspondence (bridge logs, cargo operations, etc.)
- E:** Engine Department correspondence (engineering logs, maintenance, and repairs)
- S:** Steward Department correspondence (procurement, meals, etc.)

Deck, Engine, Radio, Steward, Medical, and Security logs, reports, and correspondence will be filed in accordance with the SMA Retention matrix.

Any deficiencies not noted for voyage repairs but discovered by a survey or inspection by a MARAD employee to assure quality condition will be reported on a Deficiency notice through the MARAD Region ACO. In the case of any emergency, a verbal acceptance will be allowed followed by a written authorization. Any corrections of deficiencies will be in accordance with the applicable contract. If repairs are required out of the scope of the contract, a task order will be issued to the Ship Manager to reimburse for repair expenses.

All logistic support for the Ready Reserve system is handled per TE-5 guidelines as found in the RRF Logistics Management Manual, Parts 1 and 2.

## E. RECORDS AND REPORTS

### SIGNATURE CONTROL

The Ship Manager has enacted a signature control for all controlled equipment and high value items as listed in the MARAD Logistics Management Manual - Appendix "G". The beginning inventory of controlled equipment and high value items will be recorded in the RRF Equipment Configuration and Spare Parts Management Information System (RRF-ECSMIS) and will be reconciled annually by MARAD. Any shortages or overages will require adequate justification for their accounting. MARAD has determined that Consumables, Expendables, and Non-expendables will not be as closely monitored and thus not require signature control.

The Master will have the ultimate control and responsibility for the controlled equipment during Phase "O" Operations and the Port Engineer will take control as the vessel changes from Operations to Lay-up phase. Any discrepancies should be noted immediately by the Master or Port Engineer to the Ship Manager's shoreside personnel and MARAD.

The Signature control form outlines the date of record, the item with a brief description, the shipboard personnel's article number or job code and their signature. If the item is to be checked out for longer than one day, then this should be noted on the following line (see below)..

### **Signature Control Form** **CONTROLLED EQUIPAGE/HIGH VALUE ITEMS**

<u>DATE</u>	<u>ITEM</u>	<u>ART #</u>	<u>SIGNATURE</u>	<u>RETURN</u>

## E. RECORDS AND REPORTS

### SIGNATURE CONTROL

The Master and Chief Engineer will keep a Seal Log, utilizing two types of seals, to document secured areas on the ship: The two seals will be classified as:

- High security seals (HS)
- Pilferage seals (P)

Ship: CAPE ISLAND,INTREPID, ISABEL, INSCRIPTION

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### SEAL LOG

Box/Space	Type	Current Seal Number				
-----		-----	-----	-----	-----	-----
GENROOM	HS	<del>00001</del>	<del>00020</del>	00021		
EM 231	P	00002				
EM 232	P	00003				

### OPERATIONAL TESTING

Documenting of voyage repairs and outstanding regulatory requirements will be done in accordance with company and MARAD reporting requirements. MARAD reports reference can be found in RRF Operations Manual, TE-1, section 7.3.20.4. Company reporting shall be done in accordance with the SMS.

## **F. CONTROLS**

### **EMERGENCY PLANS**

#### **FIRE**

In the event of a fire aboard a RRF vessel - standard United States Coast Guard procedures would be followed. During Activation and Operations, weekly fire drills will be conducted to prepare the crew's readiness. Assigned fire stations and fire fighting duties are given to every crew member and officer.

This Emergency Fire plan addresses two areas - Prevention and Action.

Each crew member will be taught or have refresher training. Training will include lectures, training books and equipment demonstrations; including warnings on ways to prevent fires (good housekeeping, smoking, etc.) and identifying fire hazards from common shipboard supplies (paints, cooking oils, lubricants, etc). Also, first aid techniques for possible burns, broken bones, cardiopulmonary resuscitation, etc, will be taught.

Officers and crew members will be instructed to a variety of emergency fire control systems. Key shipboard personnel will know the location and operation of shutdowns for ventilation fans, fuel and lubricants, the manual fire alarm boxes and the ship's fire fighting equipment; fire doors and ventilation dampers. All shipboard personnel will have instruction and drills on extinguishing fires including: attacking a small fire, combating dangerous fires (electrical, toxic gases, etc), the dangers from fire fighting; loss of oxygen/carbon dioxide poisoning and the use of fire fighting equipment (breathing apparatus, fireman's outfits, harnesses, nozzles, high pressure hoses, etc). As mentioned earlier, assigned fire stations and fire fighting duties are given to every crew member and officer and are posted on the watch, quarter and station bill.

#### **HURRICANE/TYPHOON/STORM SYSTEM**

The vessel will be under the direction of the Master and it is the Master's decision for navigating the RRF vessel around, through, and or remaining stationed. Logs will be kept, as per USCG regulations and any necessary reports (green water over the bow, etc) will be filed depending on the severity of the hurricane force.

#### **FLOODING**

Any flooding of engine room and cargo spaces will be managed by the Chief Engineer with the Master in full communication. In the event flooding is uncontrollable, communications from the Chief Engineer to the Master preparing for the cognizant entities such as USCG (AMVER) for rescue at sea or abandoning ship. The abandoning of the vessel would be by standard Boat drills that are maintained during operations on a weekly basis. As in the Emergency Fire plan, each officer and crew member has an assigned duty and position on the vessel and lifeboat duties.

## F. CONTROLS

### EMERGENCY PLANS

#### OIL/HAZARDOUS MATERIALS:

During Phase "O" the following emergency plan will be instituted if the vessel has NOT been turned over to MSC. If the RRF vessel becomes under the direction of the Commander, Military Sealift Command, then the COMSC instructions are applicable.

The Ship Manager has directed the Master(s) of the Cape Intrepid, Cape Island, Cape Isabel and/or Cape Inscription to act as the Local Action Coordinator (LAC) during any Oil/Hazardous spill. The Ship Manager's local representative will assist the Master, when needed. **NOTE:** The (SOMO) MARAD Regional Ship Operations/Maintenance Officer will be notified prior to the call out of any commercial company engaged in environmental clean up. His position is that of the coordinator for all Oil/Hazardous Spill activities within Western Region.

This Emergency plan pertaining to Oil/Hazardous spills will be updated annually with key local notification names reviewed by the Program Director and kept current. See appendix "C" for the current key notification names (Ship Manager, MARAD, Coast Guard, etc). In addition, a listing of federal, state, and local environment agencies (EPA) will be maintained in this plan.

In the event there is a oil or hazardous spill, the Ship Manager, with shoreside assistance, will initiate a timely and effective cleanup - creating minimal damage to the environment. Communication channels will be opened with all government regulatory bodies notifying them of the spill. The MARAD regional Ship Operations Officer will assist and notify the appropriate federal, state, and local agencies. The USCG has the responsibility of ensuring that the cleanup is done safely and adequately and provides an on scene coordinator (OSC) to monitor the efforts of the responsible party and offer guidance or direction as necessary. If the responsible party is unable to conduct a cleanup, the USCG will federalize the spill, assuming control and hire a cleanup contractor.

Control and Containment are the primary measures to be taken immediately. These are defensive actions that are to be enacted as quickly as possible after the discovery of an oil or hazardous material spill. Such action calls for

- Securing the source of the spill
- placement of booms and skimmers to halt or slow the spread.
- public health and welfare protection.
- wildlife protection.
- the establishment of an operations base for spill control.
- assessment of available resources.

After Control and Containment, specific reports must be filed by the LAC. The National Response Center (NRC) and United States Coast Guard (USCG) requires these reports, as does the MARAD Regional Ship Operations Officer.

## **F. CONTROLS**

### **EMERGENCY PLANS**

#### **SOLID WASTE**

During Phase "O" Operation, the RRF vessel's Master will appoint a Waste Management Coordinator (WMC) who is familiar with the vessel Waste Management Plan. This officer's duties would include enforcing, training, and managing the waste generated by the vessel. The solid waste created will be sorted by characteristics: plastic; paper; food (domestic and foreign); medical; etc.

In cases where the RRF vessel cannot utilize shoreside dumpsters, the disposing of trash will be regulated by USCG / MARPOL standard operating practices. While at sea, no plastic waste will leave the vessel but certain trash that will sink: food (victual) waste; paper; cardboard; metal; glass; rags; crockery; and other similar types of garbage; will be allowed discharged at sea, as long as the RRF vessel is outside special coastline limits. If the vessel is inside these dumping limits, then sorting dumpsters will be placed aboard the vessel and used.

In cases where the victual waste is of a foreign matter (non-domestic), then a United States Department of Agriculture representative will need to determine the disposal of this waste. The WMC will instruct the crew that the foreign waste will need to be separated from the domestic waste.

Medical wastes will be separated into two categories and then sorted by characteristic for disposal:

Potentially infectious waste:

- Isolated wastes - Protection from communicable diseases.
- Human blood - Waste blood, serum, plasma and blood products.
- Sharps - Needles, syringes, scalpels, etc.
- Surgical wastes - Soiled dressings, sponges, drapes, tubes, etc.

Other medical waste

- Disposable medical equipment/materials (packing, containers, etc.)

The potentially infectious medical waste will be transferred from the RRF vessel to qualified personnel upon arrival.

The Ship Manager's local agent will make arrangements to dispose of the foreign and/or medical waste by contacting the necessary regulatory bodies. The WMC will supervise the "special" waste transfer from the vessel and keep a log documenting all special handling requirements.

#### **TOWING**

The towing company's responsibility is to control the vessel while in tow. The towing company will make all arrangements for the safety of the vessel, draft and submit an Emergency Plan in the case the vessel is detached from the tow.



## **F. CONTROLS**

### **EMERGENCY PLANS**

#### **GROUNDING**

It is the Master's responsibility to navigate the vessel. If the RRF vessel is grounded, the Master will assess the damage and determine the best possible way to free the vessel as not to jeopardize the safety of his crew and cargo. The Deck Department will follow the orders of the Master. The Engine Department headed by the Chief Engineer will stand ready to assist the Master in operations, maintenance and repairs necessary to the safety of the vessel. It is usually prudent and well advised to sound all tanks and void spaces, including cargo holds in the event of a grounding.

Depending on the gravity nature of any grounding, other than "touch and go", the proper notification of USCG and ABS should be made. A seaworthy certificate will be secured if the situation warrants.

#### **TERRORISM and BOMB THREATS**

The Master has been given the responsibility for the safety and security of his crew and cargo. The Master plays a key role in determining what actions are necessary to enforce safety and security from hostile forces. RRF Masters will be assisted in carrying out their responsibilities for safeguarding their ships by MSC, other Navy commands, DOD, and the host nation's authorities during Phase "O" operations.

#### **TERRORISM**

Ship Managers and their Masters will provide security against terrorism, hostage situations, demonstrations, sabotage, piracy, and hostile acts at all times. Security will be increased especially in areas where incidents are likely to occur. Increased physical security; including involvement of small arms, will be determined by the Master.

In the unlikely event the vessel is terrorized, the Master will decide the course of action and communicate with the necessary parties to repel this act of violence.

#### **BOMB THREATS**

If a bomb threat is made to the vessel, the Master will use his or her best judgment to prepare the crew members to proceed to protect themselves and their vessel. After the bomb threat is known and all precautions have been made to complete the COMSC Instruction "Bomb Threat Check-Off List" to guarantee the crew's and vessel's safety, then the bomb threat will be lifted and business will return to normal.

Reports will be filed with the MSC Area Commander and MARAD detailing the complete threat and action taken.

MARAD advisories will normally be available to warn of pending threats of bombs or terrorism.

## **G. LAY-UP PREPARATION**

### **LAY-UP PREPARATION**

The vessel is transferred from Phase "O" Operations to Phase "V" Lay-up at the point in time when MSC no longer needs the vessel for continued cargo operations and MARAD accepts it for lay-up. The Ship Manager's primary task, once the information is communicated from MARAD to end Phase "O", is to determine MARAD's desires regarding the vessel's disposition. This information is critical to the Ship Manager's personnel as they prepare Lay-Up Specifications. The decision to change from Phase "O" to Phase "V" will be transmitted by the Ship Manager to the Master and Chief Engineer. Prior to the end of the voyage, the vessel and her crew will be preparing for lay-up as follow:

### **CREW:**

Upon the vessel's arrival, most of the crew will be terminated. Key shipboard personnel will be kept to prepare the vessel for final lay-up. A skeleton crew of the Master, Chief Mate, Chief Engineer, First Asst. Engineer, Asst. Engineers, and Steward may be employed to manage the repairing, cleaning, stowing, and securing of vessel equipment. The Chief Engineer would probably be the last crew member because of his current knowledge of necessary repairs, as the vessel prepares for deactivation and lay-up.

### **SHIP'S STORES:**

The Ship Manager will provide the labor to remove and secure all stores. Medical stores and consumable Steward stores, such as fresh and frozen meats, produce, vegetables and foodstuffs will be off loaded in accordance with MARAD directives. If the vessel purchased stores overseas, these stores as well as any stores they came in contact with, will be quarantined and inspected by the FDA and/or USDA to determine their disposal or consumption onboard the vessel only. Controlled equipment will be physically inventoried, verified intact, and locked away. When necessary, a MARAD seal will be applied. Trash, garbage, plastics, hazardous materials and other controlled materials will be handled per applicable regulations.

### **MAINTENANCE and REPAIRS:**

A pre-lay-up sea trial and detailed material condition survey to assess the ship's condition may be conducted by an embarked MARAD Trials Team in conjunction with the appointed Ship Manager personnel. A survey report detailing the material condition of the ship after Phase "O" and any deficiencies noted by MARAD personnel during the sea trial will be prepared by the Chief Engineer.

## **G. LAY-UP PREPARATION**

### **LAY-UP PREPARATION**

MARAD's Standard Lay-Up Procedures:

- Boiler Inspections
- Boilers, main steam systems, condensers, feed and drain systems, turbines and condensers
- Ship's Service Turbo-Generators (SSTGs)
- Distillers and Evaporators
- Steam Vessel Control Systems
- Turbine Steam Admission Valves
- Steam Vessel Lube Oil Systems
- Steam Vessel Fuel Oil Systems
- Piping Systems
- Medium Speed Propulsion Diesels
- Cargo Winches and Hydraulics
- Electronic Gear
- Safety Equipment
- RRF Deactivation Procedures, Revised 2001

From the Chief Engineer's survey, the Ship Manager will prepare a Repair Specification Contract. This Invitation For Bid (IFB) solicitation will be mailed out to Repair Contractors and remain "on the street" offering full and open competition for a minimum of 30 days, as per FAR and the Master Lump Sum Repair Agreement. By means of the sealed bid process, it will be determined which contractor is responsive, lowest price bidder. Final cut and approval on contractor is made by MARAD ACO pending approvals of financials, insurance, and contract administration requirements.

## **H. CONCLUSION**

During Phase "O", The MARAD RRF vessel is released from the Department of Transportation's MARAD direction to the Department of the Defense and the Military Sealift Command (MSC). MSC then directs the disposition of the vessel. The Ship Manager directs daily activities and is the responsible party to make sure the vessel is operated correctly and safely by the Master. The vessel's Master is in charge of the ship at sea and is solely responsible for the day to day operation. Aboard the vessel are key personnel supporting the Master in his/her duties. The Chief Engineer is the designated Repair Officer and is solely responsible for the operating, maintenance and repairs of all machinery and directs the Engine Department through the First Assistant Engineer. The Chief Officer (Chief Mate) is responsible for the deck department and its duties during Navigation, cargo operations, and deck maintenance. The Chief Steward manages food preparation, sanitation, and procurement of ship's stores. All these department heads (Deck, Engine, and Steward) report directly to the Master. The Master is the Company's representative tasked with the coordination of operational events that effect his vessel.